



**Position Description
(Including selection criteria)
March 2025**

Executive Administrative Officer

Shire of McKinlay
*PO Box 177 Julia Creek 4823
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INFORMATION PRIVACY

Council advises that some of the personal information submitted by applicants for this position will be added to our database for communication and administrative purposes only, and will not be disclosed to any parties other than those involved in the selection process. You may access this information by contacting Council on (07) 47467 166.



McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometers and townships include Julia Creek (the main hub of the Shire) and Nelia on the Flinders Highway and McKinlay and Kynuna on the Matilda Highway.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are Cattle grazing, beef, mining ventures at Cannington (the most concentrated silver/lead mine in the world), Eloise Mine and tourism.

Our vision

A Vibrant Community –

A focus on the health, wellbeing and general quality of life for the community.

A Strong Economy –

A focus on economic development to create employment growth and opportunity.

A Sustainable Environment –

A focus on the Shires built and natural environments and supporting infrastructure.

A Well Managed Shire –

A focus on Councils leadership and management of the Shire and its assets.

To do this, we will:

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

Our Organisational Structure

The McKinlay Shire is represented by 5 Councillors and managed by the Chief Executive Officer in accordance with the Local Government Act and various other Acts and regulations. The staff complement is 60 with an annual budget of \$25m

Position Description

Executive Administrative Officer

Title:	Executive Administrative Officer
Division:	Corporate Services
<u>Salary Package</u>	Level 4.1
Award:	Queensland Local Government Industry Award – State 2017 and McKinlay Shire Council Certified Agreement 2024-2027
Reports to:	Director Corporate and Community Services and Chief Executive Officer

Position Objectives:

a) Objectives of Position

- To provide high-level administrative and executive support to ensure efficient operations, facilitate communication, and assist in project coordination while maintaining confidentiality and improving processes. This role upholds professionalism and discretion while supporting governance, meetings, and documentation to enhance Council's effectiveness and corporate image.

b) Within Organisation

- To contribute to the efficient and productive operation of the local government organisation and to maintain and foster a team spirit amongst those in the working environment.

Organisational Relationship

a) Accountable Supervisor:

- Chief Executive Officer
- Director Corporate and Community Services

b) Internal Liaison Responsibilities:

- Mayor
- Councillors
- Chief Executive Officer
- Director Corporate and Community Services
- Staff

c) External Liaison Responsibilities:

- Members of the public
- Media representatives
- Government Agencies
- Elected Representatives

d) Supervises:

- Nil

Duties & Responsibilities

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities of the position are:

- Provide high quality, confidential administrative/executive support to the Mayor, CEO, and Director of Corporate and Community Services.
- Arrange travel, accommodation, and event bookings for staff and Councillors.
- Coordinate and provide governance support for Council meetings, including preparing high quality agendas and minutes.
- With direction from, and in consultation with Executive Team members, assist in maintaining the Council's corporate image via social media, website, and publications.
- Liaise with other Council departments in relation to Web based communications e.g. Council's website content.
- Support corporate communication projects, for example Annual Report, Corporate Plan, and Community Plan.
- Advise on policy development and governance-related matters.
- Liaise with State and Federal Government departments and agencies under direction from Executive.
- Coordinate internal corporate communications to staff.
- Greet clients, answer incoming calls, and direct them to the appropriate personnel.
- Sort and manage daily mail, emails, and ensure proper documentation in the system.
- Manage venue bookings, payments, and meeting setups for Council events.
- Primarily responsible for receipting and banking duties as per Council procedure
- Provide general administrative support, including processing purchase orders and assisting with various tasks as needed.
- Ensure all correspondence and business documents are recorded in Council's record management system.
- Attend to relevant customer requests.
- Assist in organizing community events, such as citizenship ceremonies, Anzac Day, and corporate functions.
- Other duties as directed by Supervisor, Chief Executive Officer and Director Corporate and Community Services.

Workplace Health and Safety

- Report any workplace accidents / incidents to your supervisor;
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace;
- Contribute ideas and suggestions that promote safety awareness;

- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.
- Ensure compliance with Work Place Health and Safety policies and practices adopted in Safe Plan.

Performance Indicators

- Completion of all duties in a timely and efficient manner;
- Prompt reporting of any difficulties encountered requiring remedial actions to the Chief Executive Officer and Director of Corporate and Community Services ;
- Compliance with all Policies and Procedures applying to the duties of the position;
- Punctuality and Reliability and courtesy at all times;
- Efficient and timely processing of functional roles
- All documents scanned to and filled correctly on InfoXpert
- Customer service skills exercised at high level

Selection Criteria

SC1

Skills:

- Well developed verbal communication and interpersonal skills to effectively work and participate in a team based environment, liaise with a variety of internal staff and provide good customer service.
- Ability to maintain confidentiality at all times.
- Ability to work autonomously with minimal supervision, while maintaining a high attention to detail.
- Strong organisational and time management skills, with the ability to handle multiple tasks and prioritise effectively.
- Ability to present a positive image of Council
- Ability to carry out a wide range of administration duties unsupervised and within set procedures;
- Competency in the use of a variety of office equipment including telephone systems, photocopiers, printers, facsimile machine, binding machine.

SC2

Qualifications or Relevant Experience: Desired

- Certificate III / IV in Business Administration or equivalent (Diploma desirable) or equivalent relevant experience.
- Previous experience working within Local Government, desired but not essential
- First Aid Certificate
- Working with Children Blue Card
- Experience in the provision of general administrative duties in a multi faceted workplace;
- Experience in creating reports and taking meeting minutes.
- Advanced knowledge and application of the Microsoft Office software suite;
- Experience with Practical Accounting Package, advantageous but not essential.
- Experience in accurate data entry and record keeping. (Experience with InfoXpert record keeping system desired, but not essential).

SC3 Knowledge:

- A working knowledge of the Workplace, Health and Safety Act 2011 and Regulations;
- Knowledge of the Shire attractions and facilities
- Knowledge of Local Government Act 2009 and associated regulations